Manorcare Clinical Guidelines

# Students who are dropped off:

Front door is open at 8am-8pm on Sat/Sun & at 7am M-F, so a teacherr must wait by front door to allow you into the building. You must be *ready to work* at 6:45 am. I will be available to open the front door from 6:30 – 6:45 am. After that, we will be in our conference room for preconference. My cellphone number is 847-309-3262.

# Students who must park cars:

No parking in front of the center, this is reserved for visitors.

You may park in the back of the center or along the side of the building. If these spots are full, park across the street at Spring Valley Church. **Do not park in the Arden Courts lot, or at the church next door.**

# Meals:

Limited vending is available for beverages & snacks. Microwaves & limited refrigerator space is also available. An insulated lunch container is recommended in case refrigerator is full (esp. for A/B group).

# Security:

Only front door can be exited without door access card. You must coordinate use of side door with teacher, who has access card.

Lockers are available, bring your own lock. Don’t bring valuables in the building.

# Cell phones:

Must be turned off, unless on break in the designated break area. No usage in patient areas.

# Abuse/Neglect:

Students are asked to report to Mrs. Hoch or Mrs. DeHaan any behavior or actions displayed by employees when you feel resident rights may be in violation.

# Employment:

If you are interested in a position with Manorcare, the website is [www.hcr-manorcare.com](http://www.hcr-manorcare.com). You can email Pat Sullivan, in human resources, at [473HR@hcr-manorcare.com](mailto:473HR@hcr-manorcare.com). Include in your email or application that you are pursuing certification through BHS.